

Memo

To: Background Investigation Unit
Training Coordinator

From: Harvey, Ward and Associates, Inc

Re: Background Investigation Training

THE SPOKANE POLICE DEPARTMENT PRESENTS:

**BACKGROUND INVESTIGATION
FOR POLICE APPLICANTS**

April 27 & 28, 2011

Spokane, Washington

As law enforcement agencies, you are entrusted with the responsibility to select applicants for very sensitive public safety positions. Is your background investigation process as efficient as it should be? Are you satisfied with the information you have received and developed about your potential new employees? Are you making informed hiring decision?

Taught nationally for over 16 years, this 16-hour course benefits both veteran and beginning investigators to learn more about an applicant's past and uncover potential problems. Through a systematic approach to the background investigation, you will become better prepared to spot important discrepancies and measures you can take to process those identified problems. In this course you will learn about

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|------------------------|---------------------------|
| • ANALYSIS TECHNIQUES | • BUILDING A LIFE HISTORY |
| • CHARACTER REFERENCES | • VERIFICATION TECHNIQUES |
| • MILITARY RECORDS | • DOCUMENTATION CRITERIA |
| • FRAUDULENT DOCUMENTS | • USEFUL WEBSITES |

****NEW:** Introducing "*Background Assistant*" a new case management tool available for the detective (product not included in seminar cost).

Cost Per student is \$340

REGISTER ON LINE at www.harveyward.com

Students have said:

"I think this training should be mandatory for anyone that is going to complete background checks"

"...the best training I have had in my 20 years of law enforcement"

For more information please call 972-414-0055